



KINA Gbezhgomi Child and Family Services

Posted: May 13, 2022

Employment Opportunity

Location: Sudbury

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, beliefs and customs

RECEPTIONIST FULL TIME PERMANENT

Starting Salary: \$39,295 annually

Job Overview:

The Receptionist will provide administrative support services to staff of Kina Gbezhgomi Child and Family Services (KGCFS). The Candidate will be part of a Team expected to be committed to helping Indigenous families strengthen and achieve a healthy level of well-being.

Qualifications

Education:

- Certificate or Diploma in secretarial course or business administration from an accredited College

Experience:

- A minimum of two (2) years' experience in secretarial and office services preferably in a social service organization.

Duties:

- The Receptionist provides day-to-day administrative services related to reception/switch board operation, typing, mail, and will greet clients and direct them to contacts or service area.
- As part of the agency's staff, the Receptionist must be aware of the whereabouts of all agency staff, and to ensure that inquiries are appropriately and courteously handled.
- This position requires punctuality, initiative, professionalism, written/oral/listening and speaking skills, organized and exceptional client contact skills, and multi-tasking in a busy office environment.
- As an employee of Kina Gbezhgomi Child and Family Services, will promote and support the agency's programs and services.
- Excellent technical skills in MS Office Software (IBM compatible, MS Word, Excel, Windows, Outlook).
- Due to the sensitive nature of the agency's business and client information, confidentiality must be always maintained.
- Knowledge of the Child, Youth and Family Services Act an asset.
- Possess knowledge, respect, and sensitivity of the Anishinaabe culture and the ability to speak the Anishinaabe Language is an asset.
- Must possess own vehicle, valid driver's license, proof of vehicle insurance and travel as required.
- Must be willing to authorize a "Vulnerable Sector Screening" check and sign a "Declaration Oath of Confidentiality"
- Must be willing to comply with KGCFS COVID 19 Policy

DEADLINE TO APPLY: MAY 27, 2022 AT 4PM

Applicants are encouraged to visit our website at www.kgcs.org/employment to review the job description. KGCFS offers competitive wages, a generous benefit package and OMERS pension plan.

Please submit your application marked "Confidential – Receptionist-Sudbury". **Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers.**

Please also detail in your application: education, employment experience, and cultural participation.

Applications are accepted and in the following order of preference: by email, fax or in person, at

Human Resources – Confidential
Receptionist-Sudbury
Kina Gbezhgomi Child and Family Services
Main Office - 98 Pottawatomi Avenue,
Wikwemikong, Ontario P0P 2J0
Fax: (705) 859-2195
Email: hr@kgcs.org

At KGCFS we are committed to providing a barrier-free work environment following the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. KGCFS services is based on a highly specialized approach to the delivery of child welfare in our area. **Preference will be given to Anishinaabe Candidates (please self-identify).** Miigwetch for your application, however, only those candidates selected for an interview will be contacted. As a condition of employment, the successful candidate will be required to submit the following: satisfactory Criminal Reference Check (within 3 months of application date), Vulnerable Sector Check and Driver's Abstract.